

U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 15-54

OPEN TO: All Interested Candidates
TITLE: USAID Project Management Specialist
GRADE: FSN-10
POSITION NO: 80150-006
SALARY: Rs. 1,842,036 P.A. (Starting salary)

OPENING DATE: April 24, 2015
CLOSING DATE: May 7, 2015
AGENCY: USAID
LOCATION: ISLAMABAD

***Final salary determination for the selected candidate will be based on the candidate's demonstrated (certified) salary history.**

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The United State Agency for International Development (USAID/Pakistan) is seeking an individual for the position of USAID Project Management Specialist (Gender/Human Rights) for the Office of Stabilization and Governance (OSG) in Islamabad. The position is classified at the FSN-10 grade level. The starting salary for this position is Rs. 1,842,036 per annum and the maximum range is Rs. 3,403,551 per annum, per the current FSN Compensation Plan.

BRIEF DESCRIPTION OF DUTIES: The USAID Project Management Specialist (Gender/Human Rights) position is located in USAID/Pakistan's Office of Stabilization and Governance (OSG). This position is part of the Democracy, Human Rights and Governance (DRG) Team within the OSG, and hereafter is referred to as the Gender and Human Rights (GHR) Specialist. The incumbent is expected to advise any USAID project manager who manages activities that contribute to results under USAID's Development Objective 3 (DO3), "Increased resilience in focus areas," as they apply DRG principles and practices with attention to social inclusion and gender integration. The GHR Specialist also works with team members to ensure compliance with USAID's policies, strategies and guidance on gender and human rights. For the purposes of this position, issues related to gender and human rights includes those of any traditionally marginalized population (e.g. women, people with disabilities, sexual orientation minorities) as well as discrimination based on ethnicity and/or religious beliefs.

The GHR Specialist also serves as the Agreement Officer's Representative (AOR) for the Gender Equity Program (GEP), a cooperative agreement managed by OSG with results contributing to DO3. The GHR Specialist performs the full range of program management and analytical responsibilities for GEP including working cooperatively and collaboratively with the implementing partner, the AURAT Foundation, to define and achieve agreed upon results. The GHR Specialist also plays a central role in monitoring the process of soliciting for and awarding GEP sub-grants.

The GHR Specialist works with the Mission's OSG/DRG Team in performing consultative, analytical, monitoring, information-gathering, and reporting duties for human rights, gender equity, and social inclusion related to good governance components; while ensuring that human rights and gender equity, good governance issues are identified, considered, and effectively addressed in activity design, implementation, and evaluation.

QUALIFICATION REQUIRED FOR FULL PERFORMANCE LEVEL:

EDUCATION: A minimum of college or university degree (14 years of education) in development studies, public policy, public administration, social science, political science, law or a related field from an accredited institution is required.

EXPERIENCE: A minimum of three years of directly related professional-level experience in an international development organization is required, with at least one year of work experience directly related to gender issues. Work should have included experience of designing and/or implementing development projects and/or training programs on gender-related issues. Experience in program implementation, design, monitoring and evaluation, and other related development activities is required.

LANGUAGE: Level IV (fluent) Reading/Writing/Speaking of English and Urdu is required. Language skills will be tested during the recruitment process.

KNOWLEDGE: An in-depth knowledge of a broad range of DRG and gender issues, or the ability to quickly gain such in-depth knowledge, is essential. Knowledge of the specific DRG, social inclusion, and gender issues in Pakistan is required (e.g. gender mainstreaming, gender in development, gender inclusion, gender and Islam, and gender in the Pakistani context. Ability to quickly acquire knowledge of USG priorities in DRG and in gender-related issues. Knowledge of the strategies, programs, and working methodologies of other donor agencies (both bi- and multi-lateral) in the DG sector in Pakistan must be maintained.

ABILITIES & SKILLS: Work requires excellent computer skills (including but not limited to MS Office applications); with the ability to maintain updated skills with web-based applications (e.g. Google applications). Demonstrated leadership and communication skills are necessary, including excellent writing ability; the ability to compose correspondence in English, prepare reports, and prepare budgets using MS Office applications; excellent verbal communication skills and ability to prepare and make presentations. Strong organizational skills, such as the ability to plan events, programs, trainings and set goals, targets, and benchmarks are needed. The ability to analyze issues based on reading, discussion, and observation in order to provide prompt and succinct written and oral recommendations, options, and strategies is required. The ability to take initiative, identify priorities, and manage time and multiple responsibilities effectively including managing multiple projects and partners simultaneously, to meet deadlines, and to achieve results in a team-oriented environment is required. An ability to represent USG including participation and chairing meetings with staff, partner organizations, interagency working groups, donors and Government of Pakistan is needed. Computer skills may be tested during the recruitment process.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/been promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission Pakistan and, if so, in which section they are employed.
7. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.
8. Please note that for In-House Candidates, employee's transfer or promotion, whichever is applicable, will be processed according to respective clauses of 3 FAM regulations.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). **Applicants are advised to include all of their current and previous experience including duties and responsibilities that may not be directly related to the subject position. This information will be used as an official record of the applicant's prior work experience in the event he/she is selected for the position.** Applications should be forwarded on the following email/mailling address. Applicants should clearly mark the position title and/or vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number must be mentioned in the subject line.

**Human Resources Unit, Office of Executive Management, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/mailling address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: May 7, 2015

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.